

**CODING MANUAL FOR NEW MAJOR COLLECTIVE BARGAINING
SETTLEMENTS**

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Attachment 1: Copy of the coding card

Updated: April 1995

OVERVIEW FOR THE CODING MANUAL

The attached instructions and codes cover data entry procedures for the Current Wage Developments Data Processing System that has been in use beginning in about 1974. The analysts have been responsible for coding the contract change data based on information they obtained from secondary sources and the parties to the contracts. Attachment L is a copy of the coding card.

Changes have been made to some of the codes over time. In most cases, the changes have been made are defined in the appendices. Where this has occurred, the statement, "See Appendix _ for changes" appears in italics. In a few cases, the change is noted in the main body of the manual. The changes with the latest date are those in current use.

The following "Additional notes" section address instructions that were not used and references to other documents that were not developed, help clarify some of the codes, and describe procedures related to some of the unusual cases.

Additional notes

The general instructions state that where significant employment changes occurred during the contract, these were picked up and coded. In fact, this was almost never done; the employment initially coded at the time the settlement was entered into the data base was used for the duration of the contract.

Also, the general instructions note that unscheduled changes were to be added as they became known. Beginning in the early 1980s, such changes would not have been captured on the data base. Most unscheduled changes were the result of unilateral actions by management, and unilateral actions do not meet the definition of a negotiated settlement. Unscheduled changes were relatively rare in any case and few, if any, were coded prior to the 1980s.

Card AA, col. 3-7: Until about 1992, the instruction that schedule numbers were never to be reused was not always followed. Thus, over time, a schedule number may refer to more than one bargaining situation. The SOP manual mentioned was never developed.

Card AA, col. 8,9: See the note above regarding unscheduled changes.

Card AA, col. 12: The user's guide was not developed.

Card BA, col. 14-19: In addition to adding ownership coding effective January 1, 1979 as is indicated in the manual, the 1972 SIC codes were applied to the latest records on the data base. IF a change in the SIC code meant a change in the 2-digit industry, then the bargaining unit was assigned a new schedule number consistent with the new SIC code.

Card BA, col. 28-68: The coding of benefit changes was discontinued after the 1984 reference year. See Appendix I for some of the benefit fields for which new codes were developed to capture information on lump-sum payment provisions.

Card CA, col. 36-41: When the contract must be approved by some entity such as a bankruptcy court or state legislature, the approval date is the ratification date.

Card CA, col. 48-53: The data base system was designed to only allow a maximum duration of six years. Longer contracts were coded as six years and the analysts coded any wage changes in cents with the amounts adjusted to ensure that the contract's annual rate of change was correct. Contracts with a reopener earlier than six years into the contract were not affected. Six-year contracts were not prevalent, so this was not a major problem, but such contracts did occur more frequently in the 1990's.

Also during the 1990s, dates beyond December 31, 1999 became a problem since the computer data base system could not handle a date with the year 2000. Contracts with an expiration date beyond December 31, 1999 were coded as having December 31, 1999 as the expiration date. Again, the wage changes were adjusted to ensure that the annual rate of change was correct. (We are planning to recode the expiration dates that are actually beyond December 31, 1999 when we switch from the main frame data base to the new CWCPRO system.)

Card DA, col. 56, 57, code 12: While the intent was to determine the allocation during the contract term, this was not done.

Card DA-DZ, col. 70-74: The coding for these fields is not captured on the data base. Instead, the information is captured in SAS files which are generated by merging data from the data base with additional information such as the CPI data in fields 70-74.

Appendix C: The list of union codes includes all those codes ever used, including some that are not currently used. Generally, the codes that are no longer in use related to unions that merged with other unions. In some cases, but not always, when the union changed from independent to affiliation with the AFL-CIO it was given a new code. After

1992, union codes were not changed in any case in order to retain the continuity of the union identification.

U.S. DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
OFFICE OF COMPENSATION AND WORKING CONDITIONS
DIVISION OF DEVELOPMENTS IN LABOR-MANAGEMENT RELATIONS

INSTRUCTIONS FOR CODING NEW COLLECTIVE BARGAINING MAJOR SETTLEMENTS

These instructions are to be used in preparing current wage developments data for machine tabulation. The data will be coded and sent for processing on "Compensation and Working Conditions Forms." Coding forms are to be completed for the following situations:

1. All unionized situations listed in "Compensation and Working Conditions" with normal employment of 1,000 workers or more, excluding those for general government employees.
2. Any other unionized situations covering 1,000 workers or more, outside government, that for one reason or another, we know of but do not list in CWC (e.g., not listed because of confidentiality).

Coding for major bargaining situations generally should be completed as soon as possible after settlement terms become known. Similarly, if it becomes necessary to modify, add to, or correct a previously submitted settlement, this should also be effected as soon as possible after the time the facts become known, thru the use of the "Compensation and Working Conditions Forms." If, after a reasonable period, sufficient details have not become available thru our normal data sources, telephone inquiries should be made to obtain the needed information. 1/

As a direct product of the coding of data for machine tabulation, each analyst will receive a variety of computer printouts, each set assigned and serving a specific purpose. These outputs will aid in insuring the accuracy of all data submitted and also in providing useful tools for each analyst to better and more completely fulfill his given industry assignments. Analysts will receive printouts showing, separately for each situation coded, the information stored in the computer along with a variety of pertinent error messages and other analytical aids. It will be the responsibility of each analyst to review the accuracy of the data displayed on the printouts and promptly to correct any errors thru the use of the "Compensation and Working Conditions Forms." Errors may be the result of coding and/or keypunching. In either case, only punctual correction of inaccurate data will enable us to effectively use our data base and system.

1/ Calls should not be made by individual analysts to establishments if they conflict with special data collection procedures developed for those establishments. In such cases, the special procedures should be followed.

As already stated, coding of a major collective bargaining situation should take place shortly after the signing of a new agreement and should cover all developments scheduled during the life of the agreement. For a large number of situations, no further coding will ordinarily be necessary until a new contract is negotiated.

Supplementary coding will, however, be necessary in situations such as escalator adjustments; permanent and significant changes in employment; or where unscheduled changes are made in wages.

The above comments, together with the detailed coding instructions that follow, cover most contingencies that are likely to arise. Special directions for the handling of unique situations are presented in Appendix F. Any situation not covered there should be discussed with your supervisor before coding is attempted, to insure consistency in the coding of settlements. Uniform coding of similar data is necessary if the correct information is to be retrieved from the data base, and if it is to be meaningful.

NOTE:

Zeros and blanks are not treated in the same way the "Compensation and Working Conditions" data base and system. Every analyst should be sure to use the proper code for each field as presented in the detailed instructions that follow. Blanks will be not be accepted in any portion of a field except where blank is specifically designated as a valid code in the instructions. In addition, all positions within numeric fields where blank is not a valid code must filled with zeros or a valid numeric entry greater than zero. Listings of valid codes and examples of proper coding are presented in the body of the instructions.

Card "AA"

Column (s)	Digit (s)	Data Element	Field Name	Codes or Instructions
1, 2	2	Region or State	STATE	For proper codes see appendix "A".
3-7	5	Schedule Number	SCHEDNUM	The schedule numbers assigned will be 10000 thru 99999. <u>NOTE:</u> Once a schedule number is assigned, that number can <u>NEVER</u> be assigned to another situation, even after a particular bargaining unit has shown an employment consistently below 1,000 workers and it has been decided not to maintain it in the active file of our universe. (See SOP manual for a description of the procedures and criteria to follow in determining whether or not a situation should be removed from the active file.) If a situation becomes inactive, and subsequently is reactivated, it will be reassigned the <u>same</u> schedule number as before.
8, 9	2	Negotia- tion Number	NEGOTNUM	All new situations must begin with number "51". Each successive negotiation, whether resulting from agreement expiration, wage or wage and benefit reopeners, or unscheduled wage changes granted by the employer should be coded with sequential negotiation numbers. Decisions resulting in benefit changes where bargaining is restricted to benefits <u>only</u> will not be coded.

If a situation is removed from the active universe and then is reactivated resume the numbering from the point where it terminated when the particular unit became inactive, regardless of the number of agreements that may have been negotiated in between.

10, 11	2	Card Iden- tification	SORTFLD1	"AA" preprinted on card, no coding is necessary.
12	2	Operating Mode for Cards "AA" "BA", and "CA"	AACTCODE	Code "A" is used for the addition of an entire settlement to the data base. This code instructs the computer how to treat the data which has been coded for input. An "A" must appear in this column on every attempt to code a new settlement. The data will always be entered and submitted on the "Compensation and Working Conditions Form." NOTE: This field has other functions in relation to the correction, deletion and modification procedures. Details on these and related matters are presented in Section IV of the "User's Guide."
13	1	Type of Bargaining Unit	TYPEBARG	Code "S" for <u>single plant, one company</u> . Code "M" for <u>multiplant, one company</u> . Code "I" for <u>more than one company</u> .
14-60	47	Identify- ing Informa- tion (name, employees covered, etc.)	COMPANY	Any identifying information may be entered, e.g., General Motors (production and related). Information should be entered in alphabetic form whenever possible. For instance, code "Six companies" rather than "6 companies". In any case all coding for this field <u>must</u> begin in column 14. The idea here as elsewhere is to input similar data in a uniform manner, so that desired groupings can be identified and retrieved.
61-73	13	Location	LOCATION	It is <u>essential</u> that a standardized approach is taken for all entries in this field. For National situations enter "National" beginning in

column 63. For regional situations, e.g., New England, begin entering the name of the region in column 62. For State situations, begin entering the State name in column 61, using the standard abbreviations found in Appendix "B" at the end of these instructions. If more than one State is involved and all of the States are in the same region use the appropriate region designation. See Appendix B for proper abbreviation of regions. If the States are not in the same region enter "NATIONAL" in the specified columns. If the city is known, it should be entered only when there is a single State entry. The State entry should be followed by a comma in col. 63 and the city name should begin in col. 64, e.g., St. Louis, Mo.

Column: 61 62 63 64 65 66 67 68 69 70 71 72
M O , S T . L O U I S

The use of these standardized entries will give us the capability of retrieving specific listings, e.g., a straight alphabetic listing can be accumulated with all "National" situations listed first, regional situations next, and then State situations, all in alphabetic order.

74-80 7 Union UNION

Use the standard BLS abbreviations for unions (see Appendix C), e.g., Machinists=IAM. If the abbreviation exceeds 7 letters, code the 1st 7 letters of the abbreviation. Coding for union abbreviation should begin in col. 74. If various unions are involved, enter "VARIOUS". As with "LOCATION" above, standardization is essential so that required listings can be retrieved from the data base.

Card "BA"

- 6 -

Column (s)	Digit (s)	Data Element	Field Name	Codes or Instructions
1,2	2	Region or State	State	Code exactly as card "AA"
3-7	5	Schedule Number	SCHEDNUM	Code exactly as card "AA"
8,9	2	Negotia- tion No.	NEGOTNUM	Code exactly as card "AA"
10,11	2	Card Iden- tification	SORTFLD	"BA" preprinted on card, no coding is necessary.
12,13	2	Nature of	ACTION	This field is used to indicate the conditions under which a settlement occurred. The field is coded when some type of wage or wage and benefit decision has been reached. It should be emphasized that a code must be entered in this field whenever a new settlement is codified for entry on the data base. It should be noted that a settlement which results in a decision not to change wages over the contract term should always be coded "03" or "18" whether or not it is the result of some type of reopener or an early renewal, i.e., give codes "03" and "18" below priority over codes "02" and "04" thru "17". When only benefits are up for negotiation the resulting settlement should be ignored. The following codes should be used:

01 Settlement resulting from the
expiration of an old agreement.
This code is used even when the
settlement results in one or more
contract years where no wage
increases are provided just so long
as the total wage package is
greater than zero. If the total
wage package is zero, use code "03"
or code "18" below.

02 Early renewal of an agreement.
An "early renewal" is defined as

any negotiated settlement whose effective date is prior to the termination date of the agreement still in effect.

- 03 Bargaining where a decision was made to leave wages and benefits unchanged. This code is used only when the negotiation resulted in both no wage change as well as no benefit change over the life of the agreement. (Settlements which resulted in benefit changes only will be coded "18".) Obviously, no wage changes will be coded in the wage change Group (cols.44-55) on cards "DA" thru "DZ" and all of those fields should be left blank. In addition, this code should also be used when there is in fact, a wage or wage and benefit reopener and no wage and/or benefit increase results-- in this case, the negotiation date will be the same as the date of the reopener. (Code "18" will also be used for reopenings resulting in benefit changes only.)

NOTE: Reopeners are to be treated as any other settlement, except that a reopener concerning only benefits will be ignored (See REOTYPE, pg. 15). Notice the distinction between a reopener and a voluntary wage or escalator change granted by the employer as described under code "17" below. Cost-of-living, contingency and voluntary reopeners are treated the same as scheduled reopeners although there will be no entries in the Reopening Group on the D cards.

- 04 Settlement under cost-of-living reopener.
- 05 Settlement under National Emergency Reopener.
- 06 Settlement under 1st possible wage reopener.

- 07 Settlement under 2nd possible wage reopener in contract.
- 08 Settlement under 3rd possible wage reopener in contract.
- 09 Settlement under 4th possible wage reopener in contract.
- 10 Settlement under 5th possible wage reopener in contract.
- 11 Settlement under 1st possible wage and benefit reopener in contract.
- 12 Settlement under 2nd possible wage and benefit reopener in contract.
- 13 Settlement under 3rd possible wage and benefit reopener in contract.
- 14 Settlement under 4th possible wage and benefit reopener in contract.
- 15 Settlement under 5th possible wage and benefit reopener in contract.
- 16 Settlement under 6th or greater than 6th wage reopener in contract.
- 17 Decision to grant a wage change not specified in the agreement at the time it was negotiated.
- 18 Settlement resulting in benefit changes only. (When neither wage nor benefits are changed over the life of the agreement code "03" will be used.) If fringe benefits are negotiated in a separate agreement from the wage package, they should be ignored. In this case, a code of "03" should be used if there is no wage change.
- 19 Reserved for future use
- 20 Reserved for future use
- 21 Reserved for future use
- 22 Reserved for future use

14-19	6	4-digit SIC Code	SIC	Use the standard 4-digit codes as specified in the SIC Manual but right justify the code, e.g., SIC 3711 should be coded as 3711 in columns 16, 17, 18, and 19. See Appendix L for SICs used for the public sector.
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For NEGODATE 1/1/79 or later, to designate OWNERSHIP:

Col. 14: 1=Federal 2=State 3=Local
 4=Foreign or International 5=Private

Col. 15=0

20-22	2	Weight	WEIGHT	Code "001" for all Major Collective Bargaining Situations.
23	1	Situation Type	TYPESIT	Code "1" for all Major Collective Bargaining situations.
24	1	Type of Worker	TYPEWKR	See Appendix H for changes. Code "1" for: (a) Production workers in manufacturing. (b) Construction workers in contract construction. (c) Nonsupervisory workers in other SIC's Code "2" for nonsupervisory office or clerical employees in manufacturing. Code "3" for professional workers bargaining unit. Code "4" for others.

NOTE: Coding should be based upon characteristics of majority in bargaining unit.

25-27	3	Union Code	UNIONCODE	Use standard BLS Union Codes as enumerated in Appendix "C". Take notice of occasional special codes listed.
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NOTE: The following data are coded only at the time of a wage decision that may or may not cover changes in supplementary benefits. The wage decision need not actually result in a wage increase. A wage decision indicates only that changes in wage were considered.

28	1	Benefit Overall Control	BENOVERL	See Appendix I for changes. blank = Decision not to change any supplementary benefits. 1 = One or more new or increased benefits
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2 = One or more new or increased benefits and one or more decreased benefits.

3 = Only decreases in benefits.

NOTE: For all benefit groups subsequent coding must follow in the subgroups with the exception of the pension and health and welfare groups. a code in BENOVERL may be temporarily followed by blanks under one circumstance as described in Appendix F.

29	1	Shift Differen- tial	SHIFTDIF	blank = No change 1 = Introduced 2 = Liberalized 3 = Decreased 4 = Eliminated
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NOTE: Codes "1" thru "4" must be accompanied by at least one entry of "02" in "REASON" (cols. 56, 57) of a "D" card. See the Wage Change Group instructions in the "D" card instructions for more detail.

30	1	Overtime	OVERTIME	Premium pay for daily overtime and weekend work. Exclude other types of premiums, such as call-back premium pay
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blank = No change
1 = Introduced
2 = Liberalized
3 = Decreased
4 = Eliminated

31-36	6	Holiday Group	HOLIDAY
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31	1	Holiday Overall Control	HOLOVERL	blank = No change in the Holiday Group 1 = One or more new or increased benefits. 2 = One or more new or increased benefits <u>and</u> one or more decreased benefits. 3 = Only decreases in benefits.
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NOTE: Code for increase or decrease only if either the number of holidays or holiday premium pay is changed;

ignore, e.g., tightening of eligibility requirements.

32 1 Number of HOLADDED
Paid Holi-
days Added

blank = No change.

- 1 = One full holiday added (including the addition of two half holidays).
- 2 = Two full holidays added
- 3 = Three or more full holidays added.
- 4 = One or more half holidays added.
- 5 = Combination of 1 and 4.
- 6 = Combination of 2 and 4.
- 7 = Combination of 3 and 4.
- 8 = Increased employer payment to holiday fund, or establishment of fund to finance benefits not specified in the settlement. (If holiday benefit changes are specified, data are included in codes "1-7", as appropriate).
- 9 = Other additions, details of which are not known, or not classifiable. This code will be used very seldom, if ever.

33-35 3 Total HOLTOTAL
Number of

Code exact total of holidays after changes. This field is coded only when "HOLADDED" has an entry of "1" thru "7." No coding is necessary for entries of "8" or "9" in "HOLADDED".

Examples:

	Column		
	33	34	35
15 holidays =	1	5	0
4-1/2 holidays =	0	4	5
7-1/4 holidays =	0	7	2
10-1/2 holidays =	1	0	5
11-3/4 holidays =	1	1	8

NOTE: Standardized methods of rounding for the division are presented in the SOP Manual.

36 1 Premium HOLPREM
Pay for
Holiday
Work

blank = No change

- 1 = Introduced
- 2 = Liberalized
- 3 = Decreased
- 4 = Eliminated
- 5 = Unknown

37-41	5	Vacation Group	VACATION	
37	1	Vacation Overall Control	VACOVERL	<p>blank = No change in the Holiday Group</p> <p>1 = One or more new or increased benefits.</p> <p>2 = One or more new or increased benefits <u>and</u> one or more decreased benefits.</p> <p>3 = Only decreases in benefits.</p> <p>NOTE: Code for increase or decreases only if there is an overall benefit increase or reduction in one or more of the following: vacation time and service requirements, vacation bonuses, and extended vacations.</p>
38, 39	2	Vacation Time and Service Requirements	VACROQMTS	<p>blank = No change</p> <p>01 = Reduction in years of service for one or more duration of existing benefits.</p> <p>02 = Addition of maximum 2nd week.</p> <p>03 = Addition of maximum 3rd week.</p> <p>04 = Addition of maximum 4th week.</p> <p>05 = Addition of maximum 5th week.</p> <p>06 = Addition of maximum 6th week.</p> <p>07 = Addition of maximum 7th week.</p> <p>08 = Addition of maximum 8th week. or more.</p> <p>09 = Combination of "01" and "02".</p> <p>10 = Combination of "01" and "03".</p> <p>11 = Combination of "01" and "04".</p> <p>12 = Combination of "01" and "05".</p> <p>13 = Combination of "01" and "06".</p> <p>14 = Combination of "01" and "07".</p> <p>15 = Combination of "01" and "08".</p> <p>16 = Increased employer payment to vacation fund, or establishment of fund, to finance benefits not specified in settlement. (If benefit changes are specified, data are included in codes "01" thru "15," as appropriate.)</p> <p>17 = Other, including cases where details of change are unknown.</p>
40	1	Vacation Bonus	VACBONUS	<p>A <u>vacation bonus</u> is defined as a vacation payment <u>above</u> the normal rate.</p>

blank = No change
1 = Introduced
2 = Increased
3 = Decreased
4 = Eliminated
9 = Unknown

Example: When an employee receives a cash bonus in addition to his regular vacation pay; or a contract provides 45 hours vacation pay when the normal work week is 40 hours.

41 1 Extended VACEXTEN
 Vacation

blank = No change
1 = Introduced
2 = Liberalized
3 = Decreased
4 = Eliminated
9 = Other

Example: A plan which provides extra-long paid vacations (e.g., 10-13 weeks) to qualified (long-service) workers at regular intervals (e.g., every 5 years), supplementing an annual paid vacation plan.

42-45 4 Pension Group PENSIONS

42 1 Pension PENOVERL
 Overall
 Control

The overall pension control code is based upon an evaluation of the overall benefit package, indicating the combined effect on employer outlays for individual benefits. Unless information to the contrary is received, assume that employer costs for individual benefits move in the same direction as the change in benefits. Include cost changes where the benefits remain constant.

NOTE: It is possible for the overall outlay for pensions to increase while particular benefit fields indicate a decrease. In this case the "PENOVERL" code should reflect the overall increase in outlay while one or both of the two individual benefit fields ("PENBENS" and "PENRETIR")

reflect a decrease. Code "3" in "PENOVERL" will be used to represent the above situation. Conversely, an overall decrease in employer expenditures for pensions may be accompanied by an increase in an individual benefit. Code each of the two individual benefit fields appropriately but use code "4" in the overall control to indicate this condition. Also the use of code "1" followed by blanks indicates some doubt as to whether there has actually been a change in benefits, but it does indicate that there has been a change in employer outlay. The analyst should differentiate between the use of blanks and code "22".

blanks = No change in outlay--regardless of what happens to benefits.

- 1 = Outlay increased with only benefit increases or no change in benefits.
- 2 = Outlay decreased with only benefit decreases or no change in benefits.
- 3 = Overall outlay increase accompanied by one or both of the two individual benefit fields reflecting a decrease.
- 4 = Overall outlay decrease accompanied by one or both of the two individual benefit fields reflecting an increase.

43,44

2

Pension
Benefits

PENBENSTS

blank = No change in benefits including a decrease in outlay with no decrease in benefits (give priority to the use of codes "26" and "27" where appropriate.

- 01 = Normal benefits established.
- 02 = Early or disability retirement established.

- 03 = Vesting established.
- 04 = Normal benefits liberalized.
- 05 = Early or disability retirement liberalized.
- 06 = Vesting liberalized.
- 07 = Combination of "01" and "02".
- 08 = Combination of "01" and "03".
- 09 = Combination of "01" and "02" and "03".
- 10 = Combination of "02" and "03".
- 11 = Combination of "02" and "04".
- 12 = Combination of "02" and "06".
- 13 = Combination of "02" and "03".
- 14 = Combination of "02" and "04" and "06".
- 15 = Combination of "03" and "04".
- 16 = Combination of "03" and "05".
- 17 = Combination of "03" and "04" and "05".
- 18 = Combination of "04" and "05".
- 19 = Combination of "04" and "06".
- 20 = Combination of "04" and "05" and "06".
- 21 = Combination of "05" and "06".
- 22 = Increased employer payment to pension fund to finance new or liberalized benefits not specified in the settlement. (If benefit changes are specified, data are included in items "01" thru "21," as appropriate.)
- 23 = Employer assumes increased proportion of contribution to pension fund to finance new or liberalized benefits not specified in the settlement.
- 24 = Employer-financed pension fund established, details of which were not specified in the settlement.
- 25 = Contributory pension fund established, details of which were not specified in the settlement.
- 26 = Increased employer payment to pension fund to maintain the financial status of the fund, i.e., no change in benefits.

- 27 = Employer assumes increased proportion of contributions to pension fund but no benefit improvements.
- 97 = Decrease in some pension benefits with no other pension improvements.
- 98 = Increase and decrease within the "PENBENS" group as well as other types of changes not covered by the above codes. (When one type of change is covered by the codes and another not, code the change for which a code is provided.)

NOTE: If a particular contract states a change in, or the establishment of, a contribution to a pension fund to finance specified changes in benefits and, thru other sources of information, you are able to ascertain the end purpose of the contribution, at the time the settlement is coded enter the change in the individual benefits(s) rather than using one of the less definite fund codes, i.e., "22" thru "25".

45 1 Health and PENRETIR
 Welfare
 Benefits
 for Retirees

Benefits for retirees and/or dependents are to be coded as follows:
 blanks = No change
 1 = Introduced
 2 = Liberalized
 3 = Decreased
 4 = Eliminated
 9. = Unknown

NOTE: This field applies to changes in health and welfare benefits for retirees whether made in the pension or health and welfare plans.

46-54 9 Health and HEALTH
 Welfare Group

46 1 Health HWOVERL
 and
 Welfare

The overall code is based upon an evaluation of the total benefit package (defined to be the sum of the

Overall
Control

7 subfields in the group), indicating the combined effect on employer outlays for individual benefits. Unless information to the contrary is received, assume that employer costs for individual benefits move in the same direction as the change in benefits. Include cost changes where benefits remain constant. Codes "1" or "2" may be followed by blanks in the subfields.

- blank = No change in outlay
- 1 = Outlay increased with only benefit increases or no change in benefits.
 - 2 = Outlay decreased with only benefit decreases or no change in benefits.
 - 3 = Overall outlay increased accompanied by one or more individual benefit fields reflecting a decrease.
 - 4 = Overall outlay decreased accompanied by one or more individual benefit fields reflecting an increase.
 - 5 = Increase to, or the establishment of a contribution to a health and welfare fund to finance unspecified benefit changes. (If benefit changes are specified use codes "01" thru "04" above, accompanied by the proper coding for the particular benefit(s) involved.) This code requires the coding of "9" in all of the Health and Welfare group subfields.

NOTE: If a particular contract states a change in, or the establishment of, a contribution to a Health and Welfare fund to finance unspecified changes in benefits and, thru other sources of information, you are able to ascertain the end purpose of the contribution at the time the settlement

is coded, enter the change in the individual benefits(s) along with the appropriate overall code ("01" thru "04"). rather than using "05" above.

47-53 7 Health and Welfare
Benefit Subfields

For columns 47-53, the 7 health and welfare subfields benefits for employees and/or dependents are to be coded as follows:

blank = No change
1 = Introduced
2 = Liberalized
3 = Decreased
4 = Eliminated
9 = Unknown, analyst knows that change was made but not whether established, eliminated, increased or decreased.

47 1 Life HWLIFE See codes above.
Insurance

48 1 Sickness HWSICKAC See codes above.
and Accident

49 1 Hospital HWHOSP See codes above.
Surgical,
and Medical

50 1 Major HWMAJMED See codes above.
Medical

51 1 Drug HWDRUG See codes above.
Benefits

52 1 Optical HWOPTCAL See codes above.
Benefits

53 1 Dental HWDENTAL See codes above.
Benefits

54 1 HWEXTRA This field is reserved for future use
and nothing should be entered in it.

55-61 7 Job JOBSECUR
Security Group

55	1	Job Security Overall Control	JOBOVERL	<p>blank = No change in any benefits.</p> <p>1 = One or more new or increased benefits, no decrease.</p> <p>2 = One or more new or increased benefits <u>and</u> one or more decreases in benefits.</p> <p>3 = Only decreases in benefits.</p> <p><u>NOTE:</u> Code for increases or decreases only if there is an overall benefit increase or reduction in one of the following 5 subfields. "JOBSUB," "JOBSEVER," "JOB AUTO," "JOBMOVNG," and "JOBTRAIN." Only the 5 subfields contained in columns 56 thru 61 are members of Job Security Group. The overall code is governed by entries in these columns.</p>
56-57	2	Supple- mental Unemployment Benefits (SUB)	JOBSUB	<p>blank = No change</p> <p>01 = SUB established</p> <p>02 = Weekly benefits increased.</p> <p>03 = Number of weeks of benefits increased.</p> <p>04 = Short workweek benefits (payable to workers employed by their regular employer for part, but not all, of a workweek) established. If the establishment of short workweek benefits are part of the establishment of an annual SUB plan use code "01".</p> <p>05 = Short workweek benefits liberalized.</p> <p>06 = Combination of "02" and "03".</p> <p>07 = Combination of "02" and "04".</p> <p>08 = Combination of "02" and "05".</p> <p>09 = Combination of "02" and "03" and "04".</p> <p>10 = Combination of "02" and "03" and "05".</p> <p>11 = Combination of "03" and "04".</p> <p>12 = Combination of "03" and "05".</p> <p>98 = Decrease in SUB benefits with no SUB improvements. If a decrease in SUB benefit(s) is accompanied by an improvement,</p>

give priority to the improved benefit and code accordingly.
99 = Other, including cases where details of change are unknown.

58-61 4

For columns 58-61, the following codes will be used:

blank = No change
1 = Introduced
2 = Liberalized
3 = Decreased
4 = Eliminated
9 = Unknown

58	1	Severance Pay	JOBSEVER	See codes above.
59	1	Automation Fund	JOBAUTOR	See codes above.
60	1	Moving Expense Allowance	JOBMOVNG	See codes above.
61	1	Training Benefits, Including Apprenticeship Funds	JOBTRAIN	See codes above.

Column "61" is the end of the Job Security Group.

The following are independent fields.

62	1	Funeral Leave	FUNRLLV	blank = No change 1 = Introduced 2 = Liberalized 3 = Decreased 4 = Eliminated 9 = Unknown
63	1	Sick Leave	SICKLV	See codes for col. 62 above.
64	1	Jury Duty	JURYDUTY	See codes for col. 62 above.
65	1	Call-in-Pay	CALLINPY	Call-in-Pay is defined as the minimum pay guaranteed to a worker who is scheduled to work a shift, reports to work, and finds no work available, or less work than can be done in the guaranteed period.

See codes for col. 62 above.

Columns 66 and 67: See appendix I for changes.

66	1	Call-back	CALLBKPY	Call-back-Pay is defined as the amount of pay guaranteed to a worker recalled to work after completing his regular work shift.
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See codes for col. 62 above.

67	1	Savings and Thrift Plans	SAVEPLAN	<u>See codes for col. 62 above.</u>
----	---	--------------------------	----------	-------------------------------------

Note the different meaning of the codes in the following field.

68	1	Other	OTHERBEN	blank = No change in other benefits. 1 = One or more new/or increased benefits, no decrease. 2 = One or more new/or increased benefits, and one or more decrease benefits. 3 = Only decreases in benefits.
----	---	-------	----------	---

NOTE: This is a catch--all for any benefit changes not coded in other fields, e.g., annual payment, bonuses, etc.

69, 70	2	Extra Benefits	EXTRABEN	Reserved for possible future use.
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71-74	4			Reserved for possible future use.
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75-80 Card "BA" (12-35 Card "CA")	6	Escalator Clause Group		(16)
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See appendix J for changes to ESCALATOR-RELATED FIELDS.

75, 76	2	Escalator Overall Control	COLOVERL	The following codes will be used: Blank = No clause of any type, no coding in subfields. 01 = Clause established, code all subfields.
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- 02 = Clause continued unchanged (including incorporation of float or change in base), code all subfields.
- 03 = Clause continued but changed, code all subfields.
- 04 = Clause continued but formula unknown, no coding in subfields.
- 05 = Clause discontinued, no coding in subfields.

NOTE: If "cost-of-living reopener" indicates that the contract will be reopened if there is "sufficient" rise in the CPI, give priority to code 99 over the other C-O-L reopening codes. Also, if preceding contract has a C-O-L reopener, then new agreement contains true escalator clause, code "01" in new settlement.

- 06 = C-of-L reopener introduced, no coding in subfields.
- 07 = C-of-L reopener continued unchanged, no coding in subfields.
- 08 = C-of-L reopener continued but changed, no coding in subfields.
- 09 = C-of-L reopener discontinued, no coding in subfields.
- 11 = Escalator clause reestablished, code all subfields.
- 12 = C-of-L reopener clause reestablished, no coding in subfields.
- 13 = Clause suspended. This code is used when the existing contract contains an escalator clause, but its operation is suspended for all of the existing contract. This suspension will occur only by mutual agreement of the parties. This code would be

appropriate if during a reopener it was decided that reviews of the clause would be discontinued. This code must be accompanied by code "98" in "COLTYPE" (columns 79+80 of Card "BA"). No further coding is required. Give this code priority in place of using "02" when the suspension of a clause is continued and "03" if a clause is continued but changed due to the suspension preventing any reviews.

99 = Existence or nonexistence of clause unknown, no coding in subfields.

NOTE: This overall code controls and is interrelated with the subfields represented in columns 77 thru 80 of this "BA" card, as well as columns 12 thru 35 of the "CA" card. The total number of fields (8) found in the columns cited above comprise the Escalator Clause Group. Coding is not necessary in all subfields subsequent to "COLTYPE", columns 79 and 80, card "BA", if code "96" is used in that particular field. For exact instructions see code "96" under "COLTYPE". In addition, the entries in the Escalator Change Group (columns thru 68 of a "D" card) must be in agreement with the "COLOVERL" control.

77, 78	2	Index Code	COLIDXCD	Enter the appropriate BLS index used as follows:
				01 = U.S. city average
				02 = Atlanta, Ga.
				03 = Baltimore, Md.
				04 = Boston, Mass.
				05 = Buffalo, N.Y.
				06 = Chicago, Ill.- Northwestern Ind
				07 = Cincinnati, Ohio - Kentucky
				08 = Cleveland, Ohio

- 09 = Dallas, Texas
- 10 = Detroit, Mich.
- 11 = Honolulu, Hawaii
- 12 = Houston, Tex.
- 13 = Kansas City, Mo. - Kansas
- 14 = Los Angeles - Long Beach, CA
- 15 = Milwaukee, Wis.
- 16 = Minneapolis - St. Paul, Minn.
- 17 = New York, N.Y.- Northwestern NJ
- 18 = Philadelphia, Pa - N.J.
- 19 = Pittsburgh, Pa.
- 20 = Portland, Oregon - Wash.
- 21 = St. Louis, Mo. - Ill.
- 22 = San Diego, Calif.
- 23 = San Francisco - Oakland, Ca.
- 24 = Scranton, Pa.
- 25 = Seattle, Wash.
- 26 = Washington, D.C. - Md. -Va.
- 99 = Other than BLS index

79, 80 1 Type of Escalator Clause COLTYPE

Indicate the months when escalator adjustments are potentially effective, not the index month(s) upon which the adjustment is based.

- 01 = January, April, July, and October
- 02 = February, May, August, and November
- 03 = March, June, September, and December
- 04 = January and July
- 05 = February and August
- 06 = March and September
- 07 = April and October
- 08 = May and November
- 09 = June and December
- 10 = Every month
- 11 = Annual in January
- 12 = Annual in February
- 13 = Annual in March
- 14 = Annual in April
- 15 = Annual in May
- 16 = Annual in June
- 17 = Annual in July
- 18 = Annual in August
- 19 = Annual in September
- 20 = Annual in October
- 21 = Annual in November
- 22 = Annual in December
- 23 = Combination of "11" and "01", effective in that order
- 24 = Combination of "12" and "02",

effective in that order
25 = Combination of "13" and "03",
effective in that order
26 = Combination of "14" and "01",
effective in that order
27 = Combination of "15" and "02",
effective in that order
28 = Combination of "16" and "03",
effective in that order
29 = Combination of "17" and "01",
effective in that order
30 = Combination of "18" and "02",
effective in that order
31 = Combination of "19" and "03",
effective in that order
32 = Combination of "20" and "01",
effective in that order
33 = Combination of "21" and "02",
effective in that order
34 = Combination of "22" and "03",
effective in that order
35 = Combination of "11" and "04",
effective in that order
36 = Combination of "12" and "05",
effective in that order
37 = Combination of "13" and "06",
effective in that order
38 = Combination of "14" and "07",
effective in that order
39 = Combination of "15" and "08",
effective in that order
40 = Combination of "16" and "09",
effective in that order
41 = Combination of "17" and "04",
effective in that order
42 = Combination of "18" and "05",
effective in that order
43 = Combination of "19" and "06",
effective in that order
44 = Combination of "20" and "07",
effective in that order
45 = Combination of "21" and "08",
effective in that order
46 = Combination of "22" and "09",
effective in that order

96 = Month of Review dependent upon level of CPI

NOTE: If this code is used, columns 12 thru 23 of card "CA" should be left blank.

97 = Other

98 = Suspended. This code must be used if code "13" ("suspended") under "COLOVERL" is used.

99 = Unknown

Card "CA"

Column (s)	Digit (s)	Data Element	Field Name	Codes or Instructions
1, 2	2	Region or State	STATE	Code exactly as card "AA".
3-7	5	Schedule Number	SCHEDNUM	Code exactly as card "AA".
8, 9	2	Negotia- tion	NEGOTNUM	Code exactly as card "AA".
10, 11	2	Card Iden- tification	SORTFLD3	"CA" preprinted on card, no coding is necessary.
12-35	24	Escalator Clause Group - continued from Card "BA"		
12-17	6			NOTE: "COLFIRST" and "COLLAST" must be in agreement with "COLTYPE." For example, a code of "01" in "COLTYPE" may only be followed by review dates in Jan., April, July and Oct.
		Date of first cost- of-Living Review	COLFIRST	Effective month, day, and year of pos- sible change under first review, e.g., 1/1/72 coded as 010172. (See Appendix "D" for coding of day unknown.)
18-23	6	Date of last cost- of-Living Review	COLLAST	Effective month, day, and year of pos- sible change under last review, e.g., 1/1/74 coded as 010174. (See Appendix "D" for coding of day unknown.)
24	1	Minimum and/or Maximum Code	COLMINMX	blank = No escalator clause 0 = No minimum or maximum adjustment 1 = Minimum but no maximum 2 = Maximum but no minimum 3 = Both minimum and maximum
25	1	CPI Base Year	CPIBASyr	1 = 1947-49 = 100 2 = 1957-59 = 100 3 = 1967 = 100 9 = Unknown or other

26, 27	2	CPI Formula	COLFRMLA	01 = 1 cent for each 0.4 pt. change 02 = 1 cent for each 0.3 pt. change 03 = 1 cent for each 0.4 % change 04 = 1 cent for each 0.3 % change 09 = Other formulas
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NOTE: If the contract presents a table showing potential yields at different levels of the index, convert the table to a formula and use codes "01" thru "04" or "09", as appropriate.

28-35	8	Extra space	COLEXTRA	Reserved for future use.
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36-41	6	Negotiation	NEGODT	Code month, day, and year of negotiation. Contract negotiation date is defined as the date the agreement was reached or ratified, if applicable. It should be understood that ratification consists of the approval of the negotiated contract by vote of the membership. (See Appendix "D" for coding of day unknown). If some form of wage controls returns then the negotiation date will be the date of approval of the settlement.
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42-47	6	Previous Expira- tion Date	PREVXDT	Code the exact month, day, and year the previous contract expired. If a wage and benefit decision under a reopening provision is being coded, enter the date of the reopener as the Previous Expiration Date. If the initial collective bargaining agreement for a situation has been concluded (there will be no previous contract expiration date) leave this field blank. For day unknown, see Appendix "E" for the proper method of determining an expiration date.
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48-53	6	New Expira- tion Date	NEWEXPDT	Code the exact month, day, and year the new contract is scheduled to expire. Appendix "E" contains an explanation of how to determine the expiration date of an agreement <u>when an analyst possesses a copy of the contract</u> . For unknown day see Appendix "D". See Appendix "F" for the coding of "open-ended" agreements.
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NOTE: In the case where an agreement contains a reopening provision, code the contract expiration date and not the reopener.

54-59	6	Agreement Effective Date	AGMTEFDT	Code the exact month, day, and year the contract is effective. We define contract effective date as the <u>effective date stipulated in the contract</u> . When the contract is not available and you are unable to ascertain the exact date, assume the effective date to be the date of the first wage increase. For coding unknown day see Appendix "D".
60-65	6	----	CODINGDT	This field is never to be coded as it will automatically be done by the computer.
66, 67	2	Work Stoppage Code	STRIKECD	The work stoppage code is used in indicate whether a work stoppage preceded a <u>wage or wage and benefit settlement</u> . Work stoppages during the life of an agreement, <u>regardless of the reason</u> , are not to be coded. The dates of the work stoppage will be obtained from the <u>work stoppage section</u> ." The following work stoppage codes will be used: blank = No work stoppage preceding settlement 01 = Work stoppage preceding settlement
68-73	6	Work Stoppage Beginning Date	STRKBEG	Code the month, day, and year the work stoppage began as obtained from the <u>work stoppage section</u>
74-79	6	Work Stoppage Ending Date	STRKEND	Code the month, day, and year the work stoppage ended as obtained from the <u>work stoppage section</u> . By our definition a work stoppage must be at least 1 days' duration. Thus, the "STRKEND" must be at least 1 day greater than "STRKBEG". In addition, the "STRKEND" date must be equal to or less than the "NEGODT" (cols. 36 thru 41 of this card). If

either of the above rules causes a problem see your supervisor for further instructions.

80 1 National EMRGREOP A National Emergency Reopener is defined as a provision allowing for the reopening of a contract based upon the introduction or elimination of government controls which effect the collective bargaining process in relation to the right to grant wage and wage and benefit increases. This type of reopening provision will probably be found in only a few collective bargaining agreements.

blank = No clause exists

1 = Clause exists

9 = Existence of clause unknown

Card "DA" thru "DZ"

Column (s)	Digit (s)	Data Element	Field Name	Codes or Instructions
1, 2	2	Region or State	STATE	For cards "DA" thru "DZ" containing data, code exactly as card "AA".
3-7	5	Schedule Number	SCHEDNUM	For cards containing data, code as card "AA".
8, 9	2	Negotia- tion Number	NEGOTNUM	For cards containing data, code as card "AA".
10, 11	2	Card Iden- tification	SORTFLD4	Preprinted on card "DA" thru "DP" and no coding is necessary. If cards "DQ" thru "DZ" are needed, see your supervisor for instructions.
12	1	----	----	This field is not used when initially coding a settlement and should be ignored at this time.

Starting with card "DA", appropriate information for all fields must be entered in order of scheduled occurrence. For only the Wage Change Group and Escalator Change Group this sequential order must not only be maintained between entries on different cards in a given field, but also between different fields. The two above-mentioned fields must not only be in order of scheduled occurrence unto themselves (from card to card), but also in relation to each other. The general rule may be stated as follows:

No entry in a Wage Change and/or Escalator Change field on any given "D" card may be accompanied by an effective date which is earlier than an effective date related to an entry in either or both of the fields on a preceding "D" card.

Following are illustrations of the
above-stated rule--

Wage increases that are scheduled to become effective 06/01/73, 01/01/74, and 01/01/75, would be coded on "D" cards "DA", "DB", and "DC", in the following order:

	<u>Wage Change Date</u>
Card "DA"	06/01/73
Card "DB"	01/01/74
Card "DC"	01/01/75

NOT

Card "DA"	01/01/75
Card "DB"	06/01/73
Card "DC"	01/01/74

In addition, if at the same time the wage increases contained in the above example were entered, you also knew of an escalator adjustment received and made effective 2/01/74 the correct entries on the "D" cards representing the above situation would be:

	<u>Wage Change Date</u>	<u>Escalator Change Date</u>
Card "DA"	06/01/73	
Card "DB"	01/01/74	02/01/74
Card "DC"	01/01/75	

NOT

Card "DA"	06/01/73	02/01/74
Card "DB"	01/01/74	
Card "DC"	01/01/75	

NOTE: In the incorrect example of coding directly above, the entry of the Escalator Change on the "DA" card would cause the Wage Change entry on the "DB" card to be earlier than an entry on the "DA" card thus violating the rule.

REPEATING GROUPS

13-22 10 Average Hourly
 Earnings Group

13-16 4 Amount of AHEAMT
 Average
 Hourly
 Earnings

Code the average hourly earnings rounded to the nearest 1 cent, excluding overtime premium, but including shift differential and cost-of-living float (where applicable) e.g., - \$4.552 coded as 0455
 \$10.610 coded as 1061
 \$2.00 coded as 0200

Remember lead "O"'s where applicable. Under the system, the computer will automatically update Average Hourly Earnings. To the "AHE," each wage change and/or cost-of-living escalator adjustment will be added for the entire agreement. Only the "AHE" as it exists at the time an agreement becomes effective will be entered. This base "AHE" must be entered on the "DA" record at the time a settlement is coded. Prior to the coding of a settlement, the analyst should attempt to verify the "AHE" by contacting the company or union, by using published sources (e.g. BNA, Coll. Barg. Settlements in N.Y., the newspaper), or other means available. No other "AHE" should be entered on any "D" record other than the base figure on the "DA" card.

17-22 6 The Date AHEDATE
 of the
 Correspond-

 ing Average
 Hourly
 Earnings

The "AHEAMT" coded in columns 13 thru 16 must have a date of reference. Both the "AHEAMT" and its corresponding date should reflect the "AHE" at the time a settlement is made effective. Thus, the base "AHEDATE" must be equal to the "AGMTEFDT" located in columns 54 thru 59 of the "CA" card. Code the month, day, and year of reference. 1/1/72 should be coded as 010172. For the coding of day unknown, see Appendix "D".

23-30 8 Reopening Group

23-28 6 Reopening REOPDATE
Date

Code the month, day, and year of scheduled reopeners. For unknown day see Appendix "D". (Also, see Appendix "K" on reopenings.)

NOTE: If there is a reopening provision contained in an agreement, the reopening date must be entered on the "DA" card. In the case of more than one reopener, the first date should be entered on the "DA" card and any others entered on subsequent cards in chronological order. In a few instances the analyst may be recording more than one reopening for an agreement. If reopeners are coded on cards DB-DZ and no wage changes are coded for these cards, the analyst should follow this procedure to avoid generating errors: in cols. 43-49 codes "1110000" should be entered, cols. 50-55, "WAGEASOF" should contain the date of the wage change on the previous card or the "AGMTEFDT" if there is no previous wage change.

29-30 2 Type of REOPTYPE
Reopener

Code the type of reopener as follows:
blank = No reopening provision
01 = Wages only
02 = Wages and Benefits

NOTE: The above codes apply only to wage or wage and benefit reopeners. Reopening provisions covering benefits only will not be coded.

31-42 12 Employment Data Group

31-36 6 Number of NUMEMPLS
Employees
in Situa-
tion

Code the number of employees in the situation as ascertained at the time the settlement is coded. The value coded should be "right-justified" and all lead positions not containing a value must be filled with zeros. This base employment entry must appear on the "DA" card and should be accompanied by an entry in "EMPLASOF".

I.E.	Col:	<u>31</u>	<u>32</u>	<u>33</u>	<u>34</u>	<u>35</u>	<u>36</u>
1,000		0	0	1	0	0	0
65,000		0	6	5	0	0	0
110,000		1	1	0	0	0	0

37-42 6 Employment EMPLASOF Code the month, day, and year
Date of associated with "NUMEMPLS" entered in
Reference columns 31 thru 36 of the "DA" card.
The employment date of reference will
be equal to January 1 of the year of
the "AGMTEFDT" (cols. 54 thru 59, card
"CA"), or in the case of a decision
under a reopening provision, January 1
of the year of the reopener.

43-57 15 Wage As described below, each component of
Change a total wage-rate-change decision is
Group to be coded on a separate "D" card
(trailer) which is preprinted on the
coding form and designated "DA" thru
"DP" in columns 10 and 11 of each
line. As stated in the rules set
forth on the first page of the "D"
card instructions, chronological order
must be maintained as each component
is entered.

When data are coded for input into the
system, no distinction needs to be
made between immediate and deferred
wage changes. The system has been
programmed and designed to make this
distinction itself. Any type of wage
adjustment (excluding cost-of-living
escalator adjustments not guaranteed)
will be coded.

It should be noted that the Wage Chnage
Group must be in agreement with two
previously coded fields. First, the
"ACTION" field code (cols. 12, 13, card
"BA") must be consistent with this
group. Thus, if codes "01", "02", or
"04" thru "17" are entered in "ACTION"
there must be at least one set of valid
entries in the Wage Change Group repre-
senting some type of wage-rate change
component and associated date as well
as the other required codes in the
group. Conversely, codes "03" and "18"
in "ACTION" indicate a decision not to
change wages and should be

accompanied by no entries at all in the Wage Change Group. Second, if the "SHIFTDIF" field (col. 29, card "BA"), which is a subfield of the Supplementary Benefit Group, is coded "1" thru "4" or "9", there should be at least one wage change component and accompanying date reflecting the change in shift differentials. Any shift differential change component must include an "02" in "REASON" (cols. 56, 57).

It should be also noted that no wage or escalator change may be coded as occurring on the last day of the contract. In this case, either the wage or expiration date must be adjusted. The analyst should be aware of any influences a change in the date of either field would have on the various statistical series.

43	1	Wage Change Overall Control	WGEOVERL
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The "Wage Change Overall Control" code keys the computer as to the mode in which wage change data are input, i.e., increases or decreases in cents-per-hour or percentage terms. Occasionally wage changes are decided in percentage terms and it is advantageous to code them in cents-per-hour terms and vice versa. The "WGEOVERL" codes will enable the analyst to do so. (The form of the wage change is represented by the codes in columns 44, 45, 56, and 57.) The following codes are to be used:

- 1 = Wage increase in cents-per-hour terms
- 2 = Wage increase in percentage terms
- 3 = Wage decrease in cents-per-hour terms
- 4 = Wage decrease in percentage terms

NOTE: Enter codes "1" thru "4" only to represent actual wage changes (either increases or decreases) in this field. Coding is not necessary in the Wage Change Group to represent decisions not to change wages over the life of

the agreement as the system has been designed to handle this condition automatically when the "WGEOVERL" contains a blank.

44, 45	2	Wage Type		
44	1	Form of Change	WGEFORM	This code is used to indicate the form of the wage change decided upon. The following codes <u>will be used</u> :
				<ul style="list-style-type: none"> 1 = <u>Cents-per-hour</u> change for <u>all</u> workers affected (i.e., those receiving the wage change) 2 = <u>Percentage</u> change for <u>all</u> workers affected (i.e., those receiving the wage change) 3 = Combination of cents-per-hour and percentage change for <u>all</u> workers affected (i.e., those receiving the wage change) 4 = Cents-per-hour change for <u>some</u> workers and <u>percentage</u> change for <u>others</u> 5 = Other (codes 1 thru 4 should cover virtually <u>all</u> forms of wage change. This code will be used <u>rarely</u>.)
45	1	Uniformity of Wage Change	WGEUNIF	This code is used to indicate the uniformity of wage changes decided upon. The following codes will be used:
				<ul style="list-style-type: none"> 1 = <u>Uniform change</u> for <u>all</u> workers in the bargaining unit (either in cents-per-hour or percent) 2 = <u>A range of wage adjustments</u>, covering all workers, which <u>does not</u> result in a uniform percentage change for all workers 3 = <u>Nonuniform adjustment</u> where some workers did not receive a wage change
46-49	4	Wage Change Amount	WAGECHG	Enter the amount of the wage change (either increase or decrease) to the nearest tenth of a cent or percent. Convert to <u>cents-per-hour</u> terms in all cases where a combination of cents and percent is given. When skill,

inequity or classification, shift differential, progression, longevity increment, incentive adjustments, etc., are given, the amount should be averaged over all workers in the bargaining unit, and included as such (prorated). Each wage action, or component of a wage change, should be coded individually, even if only a small number of the total number of workers in the situation are covered by the change. When the total amount of negotiated wage changes is more than \$9.999 see Appendix F#6. Where a cost-of-living escalator clause is in effect, and a percentage wage increase is granted using a base that excludes any possible cost-of-living float, convert the percentage increase to cents-per-hour terms using the "AHE" excluding the float and enter the result; e.g., the "AHE" is \$3.30 including the cost-of-living float, but \$3.00 excluding the float. A 10 percent wage increase is put into effect. The contract stipulates that it will be computed on the straight-time rate excluding cost-of-living float. It should be coded as 30 cents--($10\% \times \$3.00$).

The above example is not typical of the size of the amount of cost-of-living floats normally found in collective bargaining agreements, but is presented for illustrative purposes only. In fact, the float problem is a relatively rare occurrence.

NOTE: Wage changes should be coded separately for each type of adjustment (component) that comprised the total change; e.g., workers receive a 10 cents an hour general wage increase, an additional 2 cents adjustment for skilled workers (when averaged over the entire work force), and an increase of 1 cent in shift differential when prorated over the work force. The proper coding of

the above example would be 0100 with code "01" in columns 56 and 57 ("REASON") on one "D" card, 0020 accompanied by code "03" in columns 56 and 57 on the next "D" card, and 0010 with code "02" in columns 56 and 57 on the next card.

Wage changes will be coded as follows:

	Columns			
	<u>46</u>	<u>47</u>	<u>48</u>	<u>49</u>
3% coded as	0	0	3	0
25.2 cents coded as	0	2	5	2
\$1.184 coded as	1	1	8	4
39.2% coded as	0	3	9	2
2.55 coded as	0	0	2	6
2.45 coded as	0	0	2	4

50-55 6 Wage of WAGEASOF
Change

Code the month, day and year of the wage change. If day is unknown see Appendix "D" or instructions. No wage change may be dated before the "NEGODT" on CA card col. 36-41. The date coded must be equal to or greater than "NEGODT". The analyst should also be aware of and code the intent of the contract so as not to include adjustments in a contract year in which they do not belong. For example, if the date of a wage change is less than 1 year from the "AGMTEFDT" it will be included in the first-year measure, though it may be intended as a second year increase.

56, 57 2 Wage REASON
Change Components

This code indicates the components of each wage change package. The following will be used:

- 01 = General wage change
- 02 = Shift differential change (prorated over all the workers. If this code is used there should be an entry of codes "1" thru "4" in column 29 of the "BA" card ("SHIFTDIF").
- 03 = Special adjustment for skilled workers (include changes in line premiums for airline mechanics and changes in

- related payments).
- 04 = Classification or inequity adjustments not elsewhere defined.
 - 05 = Wage change resulting from change in either progression or longevity pay schedule.
 - 06 = Wage change resulting from a change in increments between job classifications or labor grades.
 - 07 = Wage change resulting from a change in scheduled work hours at no loss in pay. (Includes paid meal periods, revised workweek, etc.) This code must be accompanied by code "5" in "WGEFORM" (col. 44) of the same "D" card.
 - 08 = General wage change (for all workers in the unit) resulting from a change in the Federal Minimum Wage Law.
 - 09 = Wage change (for only some workers in unit) resulting from a change in the Federal Minimum Law.
 - 10 = Guaranteed minimum cost-of-living escalator adjustment.
 - 11 = Wage change resulting from a change in an incentive plan.
 - 12 = Coding of a combination wage-fringe benefit change where there was an option to divert part or all of such changes to fringe benefits. This code is used almost exclusively for Construction industry bargaining units. When this code is used, future efforts should be made to determine the actual allocation of the money, and the appropriate corrections made to include, where applicable, changes in both the components of wage change and the supplementary benefit data.
 - 77 = Wage change combining two (2) or more of the above codes. This code should be used only after every effort has been made to isolate the components

of the wage change. In addition, future attempts should be made to isolate wage change components even after the original coding of the settlement has been completed.

88 = Wage change whose nature is such that none of the above codes adequately described it. Use for coding unilateral wage adjustments not originally scheduled in the contract.

58-68 11 Escalator Change
 Group

Most often actual escalator changes will not be known at the time that a collective bargaining settlement is initially coded. Thus, a majority of the time, escalator changes will be appended to a previously coded settlement which has already been input to the system. Details on the addition of escalator changes to the data base are presented in section VI of the "User's Guide." However, when an escalator change is known at the time a new settlement is coded, the instructions below should be followed. It should be noted that the general rules previously stated in relation to maintaining chronological order apply to the Escalator Change Group as well. For a presentation of the correct procedures to be followed in the maintenance of the proper order of all entries on the "D" records refer to the introduction of this "D" card section of the coding manual.

NOTE: If more than one escalator change is to be paid on a certain date, combine the changes into one entry.

Entries in the Escalator Change Group on a given "D" card must not only be consistent with entries in the group on other cards, and the entries on the "D" card as a whole, but also must have a valid relationship with the "COLOVERL" (col. 75, 76) of the "CA" card. If the "COLOVERL" code is "01" thru "03", or "11" there may be one or more valid sets of entries in the Escalator Change Group of "D"

trailers. If the field is blank, "04" thru "09", "12", "13" or "99" there can be no entries at all in the group. Entries need only be made in the Escalator Change Group when actual cost-of-living escalator adjustments occur. If no adjustment is yielded by a cost-of-living review, no coding is necessary.

58 1 Cost-of-Living Allowance Over-all Control ESCOVERL

The "Cost-of-Living Allowance Overall Control" code keys the system as to the mode in which escalator change data are input, i.e., increases or decreases in cents-per-hour or percentage terms. The following codes are to be used:

- 1 = Increase in cents-per-hour
- 2 = Increase in percent
- 3 = Decrease in cents-per-hour
- 4 = Decrease in percent

59-62 4 Amount of Cost-of-Living Allowance Change ESCALCHG

Enter the amount of the cost-of-living allowance change to the nearest tenth of a cent or percent. If the contract calls for percentage cost-of-living adjustments on a base excluding the float, where applicable, compute the adjustment as stipulated in the contract and enter it in cents-per-hour terms. E.g., the "AHE" is \$3.30 including the float and \$3.00 excluding the float. A 1% cost-of-living allowance is scheduled. Convert the percent into cents using the "AHE" excluding float (\$3.00 @ 1% = 3 cents). Changes are to be coded as follows::

	Columns			
	58	59	60	61
3.0 cents coded as	0	0	3	0
3.0% coded as	0	0	3	0
3.5 cents coded as	0	0	3	5
12.0 cents coded as	0	1	2	0

63-68 6 Date of Cost-of-Living Allowance ECDATE

Code the month, day, and year associated with the escalator change. If the day is unknown see Appendix "D".

69 1 Operating Mode for DACTCODE

When coding a new settlement "A" will normally be entered in this field.

Each Line of
Data on Cards
"DA" thru "DZ"

NOTE: Decisions under a wage or
wage and benefit reopener are
to be treated in the same
way as a new settlement.

NOTE:

D card ranges: When data lie outside the listed ranges for various
fields, an X should be coded in col. 69 of the D card.

AHE - \$2.00 thru \$8.00

Empl. - 0 thru 99,999 workers

Wage chg. - wage changes greater than 50 cents or 10 percent

Esc. chg. - escalator changes greater than 10 cents or 3 percent.

The following 2 Fields will not normally be used.

70	1	Revision DEFCHG in Deferred Wage Changes	Coding not appropriate when entering a new settlement into the system.
			<u>NOTE:</u> These fields are used where government action or the negotiating parties change a scheduled wage adjustment. You should see your supervisor before coding these fields. 1 = scheduled adjustment increased 2 = scheduled adjustment decreased 3 = scheduled adjustment advanced in time 4 = scheduled adjustment postponed 5 = 1 + 3 6 = 2 + 4 7 = scheduled adjustment eliminated 8 = scheduled adjustment restored 9 = other
71, 72	2	Date of CHGDATE the Revision in Deferred Wage Changes	Coding not appropriate when entering a settlement into the system. Code year of revision.

NOTE: Coding of E trailers is no longer required. The analyst may, however, refer to Appendix G for a description of the intent of the trailers, as well as directions for coding should it ever again be required.

Subscripting

Subscripting is a method by which changes to wages and escalators may be made to a previously coded settlement.

The easiest example of how subscripting works would be the inserting of a wage component not previously recorded between two existing adjustments on the data base.

Wage Date

DA 6/1/75

DB 6/1/76

An increase is scheduled for 12/1/75

The following would be the result of subscripting

Wage Date

DA 6/1/75

DA5 12/1/75

DB 6/1/76

Generally, the analyst need not be concerned about subscripting and no evidence of its use will appear on the data base. The analyst should make sure that the change to be made is clearly marked on the coding form.

NOTE: The following were original data collection instructions, but they have changed considerably over time.

Telephone calls. As you may know, until about two years ago we relied almost exclusively on the use of form letters to obtain wage and benefit information for situations where it was not available from press accounts, contracts or other sources. Since then, we have used the telephone almost exclusively, with excellent results. Since Mrs. Bolton's contract section is engaged in a parallel collection effort, we must coordinate our efforts with hers. The objective is to obtain the information you need, to obtain a copy of the latest contract, and to minimize the burden on the management or union officials. The latter is particularly important because a mistake on our part could lead a company to cease cooperating in the Bureau's surveys.

Before you call an official, check to see if Mrs. Bolton's section has requested the agreement. If they have not, inform her that you will be requesting it. This will alert her not to send a request.

If Mrs. Bolton's section has requested a copy, proceed with your call, but with extra tact--if the official has just mailed the agreement, presumably it isn't necessary for you to ask for wage and benefit details. If the official asks you for a letter, please use the more or less standardized letter we have been using. See Ms. Dyson for an example.

Before you call a company, also check the Central Office Arrangements list to see if the company permits direct contacts with its individual units or if all calls must be to corporate headquarters. If possible, direct your calls to the official to whom Mrs. Bolton sends contract requests. Be particularly cautious when a company is the target of a union organizing drive or is involved in labor law court action. Some copies of the Central Office Arrangements list are available and we are requesting more.

There are several areas where special reporting procedures apply and you should not make any contacts without clearing them with George Ruben or Joe Talbot. They are:

U.S. Steel

DuPont

Companies in the southern textile industry.

We are still required to maintain a log of all long distance calls. Ms. Graham has copies of the form, which should be turned in with the time card exception sheets.